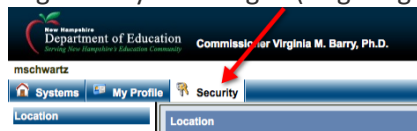**Review of User Access**
Ensure the right educators in your schools have access to your Single Sign-On DOE systems.

December 23, 2014

It is critical that SAUs along with their associated district and schools, continuously review the access their staff have to the NH Department of Education data systems. The primary access method is the Single Sign On system. Superintendents are responsible to ensure the right staff has access to the appropriate systems.

The NH DOE provides queries and reports to help LEAs manage this access.

VERIFICATION STEP	DESCRIPTION
• **Ensure the DOE knows who you have assigned as your i4see coordinator.**	The Department maintains a list of 'i4see coordinators' (one for each SAU). We send communication to the i4see coordinator throughout the year – including information about security access. You should review this list to ensure the right member of your team is identified as the i4see coordinator. http://my.doe.nh.gov/Profiles/PublicReports/PublicReports.aspx?ReportName=i4seeContacts Have questions, contact: i4see.help@doe.nh.gov
• **Review a comprehensive list of all users who have access to any system in your SAU, district or school.**	Security administrators can view a list to see all the users and what access they have in your SAU, district or school. Note that administrators can only see users in their pervue (e.g. a school administrator only sees his/her school users). To view this list, login to single sign-on at https://my.doe.nh.gov, click the 'security' menu option and choose 'security reports'. Realize you can export this to Excel if helpful. Have questions, contact: sso.help@doe.nh.gov
I. **You can view all users with access to any single sign on system.**	Login to my.doe.nh.gov (single sign-on). Security administrators will have a "Security" option.

II.	You can also view all the security administrators.		A second report under "Security Reports" allows you to see all the security administrators. These individuals have the right to give other users access to your systems.

• Perform searches. Single Sign-On Security Administration can search to see who has access in your SAU/District/School.		Your security administrators can also use a search page to see which staff has access to the NH DOE single sign-on systems. These systems include, for example, the i4see data submission system, the PeformancePLUS system, Grants Management, ESOL, etc.

By changing the search, your administrators can view different lists.

For example (refer to image below): |
i.	Search for educators in your district who have access to systems, but do not have employment records in your district/school.	i. By selecting your SAU, District or School (2); filling in a school year (3) and clicking the 'unassigned' option (4), the search will return anyone who meets the criteria specified (e.g. given SAU/District, etc.), but only those users who do not have an active assignment record in the EIS system for the year specified. For example, if year = 2014-15 and unassigned is checked, then the search will return anyone with access to any system for 'concord' (in the example below), who does not have an active employment record in EIS in Concord for 2014-15 (e.g. teachers who retired in 13-14).
ii.	Find a list of all users in your SAU, District or school who have access to systems.	ii.) By filling in the SAU (2), ensuring the school year (3) is blank and leaving the rest of the fields blank, the search will return any user who has access to any SSO system for your SAU (you will see access to the SAU, the district and/or the school). Please note, if the administrator specifies a district or school, then he/she will only see folks who have access to a system for the specific district/school.
iii.	Search for users who have access to a specific system.	iii.) If you specify a system (1), you can search for users who have access to a specific system (e.g. Career and Tech Ed or PerformancePLUS). If you select the system "myNHDOE", then you can see who has 'security admin' rights in your SAU – Admin rights, means that the user can assign other users access to a specific system. Note, if you specify a district, but the user has SAU rights, then he/she will not appear. So it's best to search at the highest level (e.g. SAU), and the results will include anyone with rights at that level (SAU) and also below (district and school within that SAU).

Use this image for the instructions above (i, ii, iii).	
• **Review any system messages.**	Security administrators will often receive messages on their home page. Make sure you review these messages. For example, the user below has the message; "There are 13 active user roles with security rights to PerformancePLUS without an educator assignment for 2014-2015. Click here to go to the Security-->Users screen where you can select the school year, the "unassigned" checkbox and display the list of users." You can click on the message and will be brought to the search screen. Please, however, do not rely on these messages. It is crucial that you periodically review the verification steps above. Again, questions can be sent to sso.help@doe.nh.gov or i4see.help@doe.nh.gov.